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Chief, General Services Office

5 February 1954

Chief, Records Services Division

Activity Report for Week Ending 4 February 1954

The principal activities in the Records Services Division for the week ending 4 February 1954 were:

a. The Handbook on Disposition is being redrafted in accordance with comments received from members of the Records Management staff.

b. Arrangements have been made to move to the Records Center approximately 8 file cabinets of NIS material which originally had been proposed for microfilming. In addition to saving approximately \$2,000 in filing equipment, several thousand dollars in microfilming will also be saved.

c. A records analyst has been assigned to work with OSI in developing plans for disposition of their records. So far, approximately 100 different categories of records have been identified and described.

d. Arrangements have been made with Logistics Office to utilize existing stocks of file folders before converting completely to the use of the standard file folder as outlined in Notice No.

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e. Arrangements were completed with the Map Division, ORR, and the Personnel Pool, providing for the typing of certain identifying information on approximately 50,000 file folders.

f. Work has already been started on the use of punched cards for the preparation of the index to the File Manual. This will permit considerable flexibility in rearrangement of the index and eliminate considerable clerical cost which otherwise would be incurred if it were done on a manual basis.

g. Requests have been received from a number of offices throughout the Agency for 493 security desk trays. These offices have estimated that the use of the trays will eliminate the need for 654 safe-type file cabinets costing \$15,500. The cost of the trays will be \$6,940. The savings, therefore, represented by these 493 desk trays, amounts to \$8,560. We are now working with the Logistics Office in developing the specifications for the trays and requests for bids will be submitted.

h. Microfilming of approximately 56,000 items for OSI Chemistry Card File was completed.

i. Requests for new, revised or reprinted forms were approved amounting to 185,500 copies.

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j. All renovations requested for the Records Center have been completed.

k. Arrangements were made to provide specialized training for six of the Records Center personnel in various phases of records management through the facilities offered by the Graduate School, Department of Agriculture and American University.

l. There has been a significant increase in the number and volume of records transferred from office space to the Records Center. During the month of January 1954 there were 30 different accessions. The average number of accessions during the entire year of 1953 amounted to 20 per month.

m. The Machine Records Branch completed the special T/O for DD/P area on 2 February. This represented unusual efforts on the part of a number of persons in the Machine Records Branch. [redacted] Chief, Classification and Wage Division, PO, expressed his complete satisfaction and appreciation for the special efforts made to complete this project on schedule. 25X1

n. Arrangements were made for the intra-Agency transfer of 2 employees to the Machine Records Branch to fill vacancies created by a number of resignations during the past thirty days.

o. Mr. Angel, National Archives and Records Service, has requested that we set up a meeting with the representative from the Security Office who has been designated to discuss matters pertaining to the National Selective Service records.

p. Arrangements have been made for a meeting on Tuesday, 9 February, with [redacted] to discuss matters pertaining to Agency finance records generally. 25X1

q. Arrangements were made for a meeting with [redacted] Personnel Office, to discuss with him an over-all project having to do with establishing a system for the control and disposition of personnel records throughout the Agency. This will be coordinated with a survey previously planned by the Personnel Office having to do with a survey of Personnel forms, particularly those having to do with the Employee Record Card. 25X1

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Report for week ending 3 February 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Writers' Guide - Completed the section, "Preparing a Questionnaire," and a first draft of the section, "Report Writing."
2. Program Promotion - Outlined plans for a brochure to launch our next phase of correspondence management -- that dealing with effective writing and the use of form and pattern correspondence. We propose to distribute the brochure by memoranda to chiefs of components. In the memorandum we will request an estimate of the component's requirements for copies of the Writers Guide.
3. Records Disposition Handbook - Completed our review of the handbook and submitted comments to [redacted] Dis- 25X1
25X1 cussed our comments with [redacted] and his staff.
4. Project Cards - Drafted a narrative on each of the seven major projects in process or proposed by the Branch. Submitted this material for inclusion in [redacted] project 25X1
Kardex file.

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Chief, Reports & Correspondence
Management

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Report for the Week ending 4 February 1954 from
RECORDS DISPOSITION BRANCH

Disposition Handbook

A corrected draft of the Disposition Handbook is being typed. This copy will reflect the suggestions offered by Staff members of the Division.

Office of Research and Reports

After several false starts on the part of ORR Records Officer, arrangements have been made to transfer 8 cabinets of NIS background material to the Records Center. It was the intent of ORR to microfilm this material.

Office of Scientific Intelligence

The assigned analyst continues to make disposition plans for the records of this office. As of this date, 100 items have been described, covering an estimated 175 linear feet of records, maintained in approximately 450 feet of filing space.

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Chief, Records Disposition Branch

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**Report for Week Ending 4 February 1954 from
FORMS MANAGEMENT BRANCH**

25X1 [] returning from jury duty 2 February 1954, moved from room 109 to room 126 and resumed research on the Forms Index project.

25X1 [] moved from room 126 to room 129 in T-32; he likewise has been in attendance during the week at the 13th Agency Orientation Course.

A Logistics study for presentation to the ADD/A justifying four additional copies of the new Order - Invoice - Voucher form, SF-147, was reviewed and concurred in. Approval of the Agency Head is required to authorize in excess of the six-parts prescribed by GSA Regulation 1-11-127.

Current requests for approval of new, revised and reprinted forms:

<u>No. of requests</u>		<u>No. of copies</u>
New	2	55,000
Revisions	5	117,000
Reprints	<u>5</u>	<u>13,500</u>
Totals	12	185,500

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Chief, Forms Management Branch

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Report for week ending 4 February 1954 from
RECORDS SYSTEMS BRANCH

25X1 [] which standardized certain types of folders, was discussed with the Stock Control Staff. One of the folders standardized is not in stock because of the large quantity of a similar type folder already in stock. An informal agreement was reached to the effect that the Procurement Division would purchase a small quantity of the standard folder (with the reinforced tab) providing this office would submit a memorandum requesting such action. This memorandum has been prepared and submitted. In addition, the memorandum requested that an inventory of the non-standard folders on hand be taken and submitted to this office in order that utilization of these folders may be effected wherever possible.

FI Plans Staff contacted this office with respect to procurement of Armored pressboard folders. A meeting with the supervisor of these files resulted in an informal agreement that the standard folders could be used except for some "unusual" cases numbering approximately 250 each year.

25X1 [] of this office, discussed the proposed Registry and Message Center Directory with [] Chief, Regulations Control Staff. [] was of the opinion that the Directory should be issued in handbook form. Additional recommendations which were made regarding the set up of the Directory are being incorporated.

25X1 The Map Library Division, GHR, requested the assistance of this office in setting up a Map file (approximately 50,000 folders). Arrangements were made with the Pool to prepare these folders. The Map Division was advised to clear this operation with the Security Office and the agencies that prepare the maps. Upon checking with the Dept. of Defense, they were informed that uncleared personnel, i.e. the Pool, could not see the numbers of the maps.

Arrangements have been made with the Machine Records Branch to prepare tabulating cards for the Alphabetical Index of the Filing Handbook on cards. This will facilitate the sorting, checking, arranging and preparation of the final copy of the Index.

25X1 [] is attending the four day orientation program given at the Department of Agriculture in the mornings, and is spending his afternoons with the Machine Division of OCD. He had made a start on an Agency-wide microfilming survey but further action on this has been delayed until next week.

We have received, to date, requests for 493 security desk trays and there are a number of offices yet to be heard from. Approximately half of this number were requested by GHR. The requesting offices indicated a total savings of 654 safe cabinets with a replacement value of \$15,500. The estimated cost of the boxes is \$6,940, leaving a net savings of just under \$8,560. However, the Procurement representative anticipates that the prices given us by the original manufacturer will be considerably reduced if the order is placed on a bid basis.

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Vital Materials

We have been assured by Mr. Bane of the Space, Maintenance and Facilities Division, GSO, that room 114, North building, will be available to us on or before 12 February. Upon the availability of this room, we shall continue the microfilming of the Biographic Register dossiers.

The microfilming of the OSI Chemistry Card File has been completed. This card file amounted to 56,000 cards.

Mail Control Section

The mail and courier service facilities were inspected by Colonel

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the reduction in force which it was expected would affect the truck drivers will not now apply to them. The men had been informed of the possibility of this reduction in force and have now been told that they need have no further concern.

The Mail Control Section received twenty requests for special service from the Finance and Machine Records Branches. These requests were handled as follows:

Eight (8) requests were handled as specials.

Nine (9) requests were delayed a total of 4 hrs. and 10 min. due to lack of vehicles.

Three (3) were incorporated on other scheduled runs.

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Chief, Records Systems Branch

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Report of the RECORDS CENTER BRANCH for the week ending 3 February 1954

The various items of repair and renovation requested by the Center have now been completed.

Accessioning activity, in terms of the number of transfers, has shown a marked increase during the past month. Thirty jobs were completed during the month of January. The average for 1953 was twenty jobs per month.

Training in non-CIA facilities has been requested for certain personnel of the Center. The formal requests are now being processed.

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Chief, Records Center Branch

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Report for week ending 3 February 1954 from MACHINE RECORDS BRANCH

Administrative:

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[redacted]
Management and has been assigned to the Personnel Section as an operator (trainee).

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[redacted] was interviewed regarding a transfer to Machine Records Branch. She appears to have the requisites for a position in this Branch, and a request for her transfer has been submitted.

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Operational:

Unvouchered Accounting Section - [redacted] of Audit Office met with [redacted] Machine Records Branch to discuss furnishing them with detailed information dealing with expenditures. This present schedule of reports to Accounts does not serve the needs of the Audit Office, and it was agreed that we would furnish them with the reports they have requested.

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Special Projects - A special indexing project has been undertaken for Records Management. This is a comparatively small project in card volume, but will save considerable time in preparing an index and processing changes that affect the index over a manual system.

The special T/O for DD/P was completed and delivered to them on February 2 as previously agreed.

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[redacted]
Chief, Machine Records Branch

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APPENDIX B

Week ending 4 February 1954

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	21,000	18,697
Flat-bed Camera	14,043	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	6,166	5,064
Outgoing	6,550	6,537
b. Postage expended	\$ 788.48	\$ 800.12
c. Scheduled courier trips	315	240
d. Special courier trips	89	55.3
e. Inter-Agency mail by courier		
Incoming	1,042	956
Outgoing	1,249	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles:		
Available	2	-
Available but delayed	3	-
Not available	5	-

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